

Subject: RHIIP Listserv #102 - Update on HUD Forms

RHIIP Listserv Posting #102

Monday, May 19, 2008

Welcome to the MULTIFAMILY HOUSING RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT (RHIIP) LISTSERV that brings you up-to-date RHIIP related publications, news, information and occupancy tips in an effort to help reduce errors in rent determinations and subsidy calculations.

**FORM NUMBERS, OMB APPROVAL NUMBERS AND OMB EXPIRATION DATES ASSIGNED
TO FORMS FROM HANDBOOK 4350.3 REV-1**

The following forms from Handbook 4350.3 REV-1, *Occupancy Requirements of Subsidized Multifamily Housing Programs*, have now been assigned HUD form numbers, OMB approval and/or OMB expiration dates. **There are no changes to the language in any of the forms other than the addition of the public reporting burden paragraph.** The forms are now posted on HUDCLIPS at <http://www.hud.gov/offices/adm/hudclips/>. Not all forms are currently available in a pdf fillable format at this time, but will be soon.

HUD-50059, Owners Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures - new OMB expiration date

Effective Date: Until such time as the O/A's computer software is updated to incorporate the new expiration date on the HUD-50059, after printing out the form HUD-50059 from their software, O/As must cross out the old expiration date and write in the new expiration date of 3/31/2011. The expiration date should be changed prior to obtaining tenant signatures. If for any reason the O/A does not use a computer generated form as the certified/signed HUD-50059, the O/A must use the form HUD-50059 posted on HUDCLIPS that includes the revised OMB expiration date of 3/31/2011.

HUD Model Leases

Assigned HUD form number, OMB approval number and OMB expiration date

- o HUD-90105a – Exhibit 4-A, Model Lease for Subsidized Programs (Family Model Lease)
- o HUD-90105b – Exhibit 4-B, Model Lease for Section 202/8 or Section 202 PRAC
- o HUD-90105c – Exhibit 4-C, Model Lease for Section 202 PRAC
- o HUD-90105d – Exhibit 4-D, Model Lease for Section 811 PRAC

NOTE: The four HUD model leases are currently posted on HUDCLIPS under form HUD-90105-A – we are working on getting them separated into four separate documents.

Effective Date: O/As must begin using the new HUD Model Leases **for all new admissions immediately and for existing tenants beginning with annual recertifications effective January 1, 2009, or later.** Because forms that have OMB approval and OMB expiration dates cannot be modified, O/As who have lease modifications will need to develop lease addendums to incorporate the lease modifications. O/As who have had lease modifications approved by HUD or the Contract Administrator do not have to have the lease modifications included on the lease addendums approved again prior to implementation. Only if the O/A has obtained approval from HUD or the Contract Administrator to incorporate additional lease modifications must the O/A provide notice to the tenants in accordance with Chapter 6, Paragraph 6-12 D of Handbook 4350.3 REV-1.

HUD-9887/HUD-9887-A, Consent forms – reposted – inclusion of OMB Approval Number/Expiration date on the forms not required because it is not considered an information collection

Effective Date: O/As must continue to use these forms for new admissions and at annual recertification.

HUD-27061-H - Exhibit 4-3 – Race & Ethnic Data Reporting Form – new OMB expiration date

Effective Date: O/As must begin using this form immediately for new admissions and, when applicable, at the time of a tenant's interim or annual recertification.

Sample Forms

Assigned HUD form number, OMB approval number and OMB expiration date

- o **HUD-90100** – Exhibit 7-1 – Sample Initial Notice
- o **HUD-90101** – Exhibit 5-4 – Sample Certification for Qualified Long-Term Care Insurance Expenses
- o **HUD-90102** – Appendix 6-B – Sample Verification of Disability When Eligibility for Admission or Qualification for Certain Income Deductions is Based on

Disability – Section 202/8, Section 202 PAC, Section 202 PRAC and Section 811 PRAC

- **HUD-90103** – Appendix 6-B – Sample Verification of Disability When Eligibility for Admission or Qualification for Certain Income Deductions is Based on

Disability – For use with all programs Except Section 202/8, Section 202 PAC, Section 202 PRAC and Section 811 PRAC

- **HUD-90104** – Exhibit 3-1 – Sample Request for Exception to Limitations on Admission of Families with Incomes Above 50% of the Area Median Income
- **HUD-90106** – Appendix 5, Sample Move-in/Move-Out Inspection Form

Effective Date: O/As using the sample forms listed above without any changes or modifications must begin using the forms immediately.

O/As not using the sample forms provided above and who have developed their own modified forms are not required to use the forms as posted on HUDCLIPS but may continue to use the forms they have developed. The modified forms they have developed **must not** include the HUD form number, OMB approval number or OMB Expiration date or Public reporting burden language. O/As must follow the guidance in Appendix 6-A of Handbook 4350.3 REV-1 for development of individual consent forms.

Please encourage others to sign-up for the Listserv, so they too can receive current RHIIP related information from HUD
<http://www.hud.gov/subscribe/maillinglist.cfm>.

You can view the RHIIP Tips Archives, under "Listserv-Multifamily RHIIP Tips" at <http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>